Indicator 14 Data Display Templates Revised

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IDEAs
that
Work

U.S. Office of Special
Education Programs

Instructions for
Indicator 14 Data Display Templates Revised

We encourage you to print these instructions.

These instructions accompany the National Post-School Outcomes Center's *Indicator 14 Data Display Templates Revised* for reporting SPP/APR Part B Indicator 14.

Overview

The NPSO Center's **Indicator 14 Data Display Templates Revised** is an **optional** tool that states may use to display Indicator 14 data. This tool produces tabular and graphical presentations from data entered on two (2) worksheets. The *Data Display Templates Revised* requires data entry for the tables and graphs to be visible; therefore, you will not see graphs in the tool until data are entered. To see an example of the graphs created by the templates, go to **http://psocenter.org/analysis.html**

The templates were designed in an EXCEL (MS 2007) workbook without using macros or scripts. You can use the tables and graphs created by the *Display Templates Revised* to report statewide post-school outcomes results to various groups, including the (a) federal government, (b) state department of education personnel, (c) state legislators, and (d) other stakeholders to your education department. The *Display Templates* can be submitted in the state's SPP/APR to display the post-school outcomes of respondents.
When reporting Indicator 14, OSEP requires three separate measures be reported in the SPP/APR. The three measures are: Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:

A. Enrolled in higher education within one year of leaving high school.

B. Enrolled in higher education or competitively employed within one year of leaving high school.

C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school.

(20 U.S.C. 1416(a)(3)(B))

This document describes the *Data Display Templates Revised* tool and the processes of (a) getting started, (b) entering data, and (c) printing the tables and graphs from the worksheets. Using the *Data Display Templates Revised* tool requires advanced beginner EXCEL skills. There are a few precautions that we encourage all users, regardless of skill level, to take when working with the *Display Templates Revised.*

Precautions when using the *Data Display Templates Revised*:

1. Print these instructions.
2. Use the "save as" command to save the file to your computer before entering data.
3. Save frequently when entering data into the workbook.
4. Printing the entire workbook will result in **1273 pages** printed. Use the "print preview" command to set the number of pages you want to print *before printing*.
5. The workbook contains hidden formulas; therefore, it is password protected. Contact NPSO staff for the password.
6. Data entry prohibits locking all cells, therefore changing columns, or deleting large blocks of cells will result in deleting some unprotected formulas. We discourage resizing columns or deleting data by using the "select all" command.
7. We created this product using EXCEL 2007. It has not been tested using the Vista operating system. If you are working with the Template in an older version of EXCEL, contact NPSO staff for assistance.

Worksheet Description
The workbook contains 13 worksheets. Each worksheet is listed in order and described briefly here.

Worksheet Description

NPSO: Title page

Instructions: Contains abbreviated instructions for using the *Display Templates* tool.

SPP #14 Measures: Provides an overview of the measurement and definitions for Indicator#14. It includes a visual depiction of the calculations for Indicator 14.

Data Entry 1: Requires data entry for state name, cohort year (i.e., year of leavers), title of the report, and the number of respondents by demographic information (i.e., disability, ethnicity, gender, and type of exit).

Data Entry 2: Requires data entry of the number of respondents' post-school outcomes (i.e., higher education, competitive employment, other postsecondary school, and other employment) by demographics (i.e., disability, ethnicity, gender, and type of exit). For example, enter the number of respondents with specific learning disabilities who were enrolled in higher education, competitively employed, enrolled in some other postsecondary school, and who were in some other employment.

Printing 1: Provides a 1-page table of information entered on Data Entry 1 worksheet.

Printing 2: Provides 3-pages of tables, percents and frequency counts, for each demographic by post-school outcomes from information entered on Data Entry 2 worksheet.

Reporting 1: Provides a bar chart and data table of the percent of respondents for Measurement A, B, C, and Not Engaged.

Reporting 2: Provides a pie chart and data table of the percent of respondents for Measurement A, B, C, and Not Engaged. The segments of the pie chart are labeled with the number and percent of respondents for each measure.

Exit Type: Provides a bar chart and data table of the percent of respondents by type of exit for each post-school outcome.

Disability:	Provides a bar chart and data table of the percent of respondents by disability type for each post-school outcome.
Ethnicity:	Provides a bar chart and data table of the percent of respondents by ethnicity for each post-school outcome.
Gender:	Provides a bar chart and data table of the percent of respondents by gender for each post-school outcome.

GETTING STARTED

Step 1. Gather the following Indicator 14 data for data entry:
- Statewide response rate
- Total count of respondents by demographics:
  - disability
  - ethnicity
  - gender
  - exit type

- Total count of respondents for demographic groups who were
  - competitively employed only
  - enrolled in postsecondary school only
  - both employed and enrolled
  - otherwise engaged
  - neither employed, enrolled, or otherwise engaged

- State's definitions for
  - competitive employment
  - postsecondary school enrollment

- State's definition for minimum cell size.

Step 2. Download the *Data Display Templates Revised* from the NPSO website: **http://psocenter.org/analysis.html**

- Click the title *Data Display Templates Revised.* This will open the EXCEL file*.*

- Save the *Data Display Templates Revised* to your desktop, or an appropriate location.

- Close the NPSO website.

- Return to the *Data Display Templates Revised* on your desktop or other location. You are now ready to start entering data.

ENTERING DATA

Remember:

- Data are entered only on two pages: Data Entry 1 & Data Entry 2.

- Enter data in cells with a white background only.

- To delete, select only cells with white backgrounds. Selecting and deleting cells with a blue background deletes hidden formulas. You can select several adjacent cells with a white background, but avoid including adjacent cells with a blue background. Colors may look differently if viewed on a MAC computer.

- Avoid resizing columns to prevent erasing hidden formulas.

- Save frequently.

- **Comments** are embedded in the tool to facilitate data entry. A small red triangle in the upper right corner of a cell indicates a comment. Place your mouse on the cell, without clicking, to view comments.
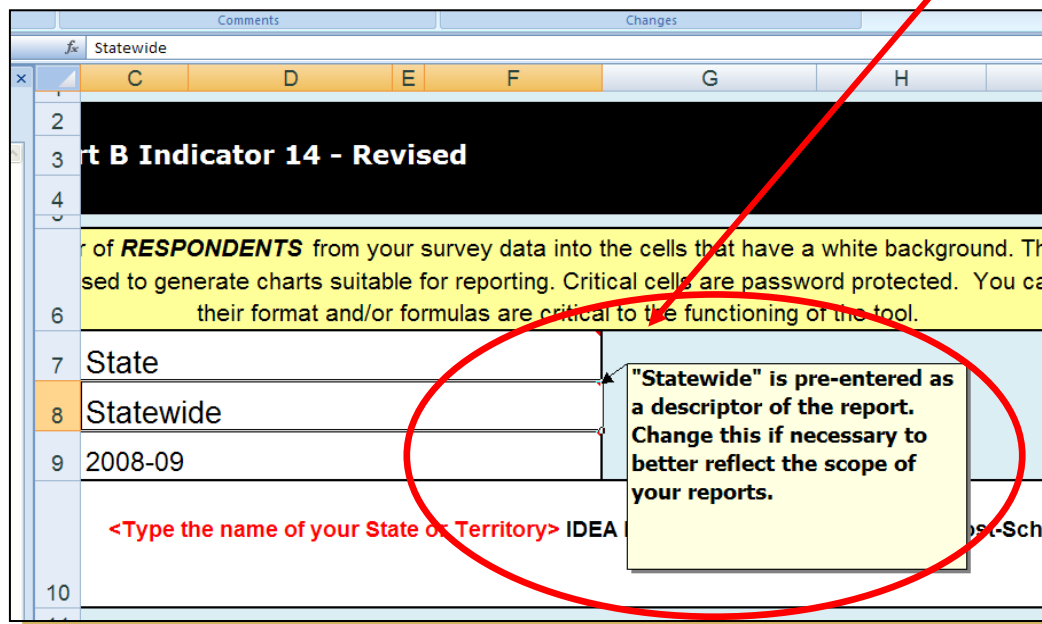
PAGE: Data Entry 1

This is the first page for data entry. It requires data entry for state name, cohort year, title of the report, & the number of respondents by demographic group (i.e., disability, ethnicity, gender, & type of exit). Data entered here will be used to create the graphs on the following pages.

Step 1. Enter the (a) state name,(b) type of report,(c) cohort year (i.e., the school year in which students left school), and (d) name of the report in the cells with a white background at the top of the page.

We have pre-filled these fields except state name to ease the burden of data entry; change them to reflect your state as needed.

Step 2. Enter the statewide response rate and total number of respondents obtained from your data collection efforts. You could use the NPSO Response Calculator to obtain the response rate. It is available at **http://psocenter.org/analysis.html**.

Step 3.

Enter the number of respondents for each demographic group (i.e., disability, ethnicity, gender, and exit type) from your survey data into the cells with a white background.

The numbers entered here will be carried forward automatically and used to generate charts suitable for reporting. You are *not* required to enter a "0" for a category with zero respondents; cells can be left blank.

Note: There are two places for entering the number of respondents by disability types. Data entry is required in only **one** list, either the list of all 13 disability categories or the short list with only five disability categories.

Step 4. Check that the language from the measurement table and definitions of the three measurements, prefilled, are consistent with language and definitions used in your state.

The screenshot shows an Excel spreadsheet titled "DataDisplayTemplateRevisedSample - Microsoft Excel" with cell C10 containing:

"<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2008-09 School Year Exiters"

Statewide Response Rate	Percent
Statewide Response Rate	65%

Characteristic	Count
Statewide Respondents	2461

Respondents by Type of Disability	Count
Specific Learning Disability	1385
Emotional Disturbance	265
Mental Retardation	94
Other Health Impairment	358
Multiple Disabilities	137
Speech or Language Impairment	93
Autism	52
Hearing Impairments	34
Traumatic Brain Injury	12
Orthopedic Impairment	10
Visual Impairment including blindness	8
Deafness	8
Deaf-Blindness	5
Unknown: Disability Type	0
	2461 *totals match*

Respondents by Type of Disability	Count
Specific Learning Disability	1385
Emotional Disturbance	265
Mental Retardation	94
All Other Disabilities	717
Unknown: Disability Type	0
	2461 *totals match*

Respondents by Ethnicity	Count
American Indian or Alaska Native	25
Asian	120
Black (non Hispanic)	410
Hispanic/ Latino	210
Native Hawaiian or Other Pacific Islander	19
White (non Hispanic)	1273
Two or more races	400
Unknown/ Other Ethnicity	4
	2461 *totals match*

Respondents by Gender	Count

Measurement:

A. Percent enrolled in **higher education** = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

B. Percent enrolled in **higher education or competitively employed** within one year of leaving high school = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education or competitively employed within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

C. Percent enrolled in **higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment** = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

Remember: Leavers are counted in only one of the categories below and the categories are organized hierarchically. For example, "leavers" who are enrolled in full- or part-time higher education within one year of leaving high school should only be reported in Higher Education, even if they were also employed. Likewise, "leavers" who are enrolled in some other postsecondary education or training program, but who are competitively employed, should only be reported under Competitive Employment, even though they are enrolled in some other postsecondary education or training program.

I. Definitions

Enrolled in higher education as used in measures A, B and C means youth have been enrolled on a full- or part-time basis in a community college (two year program) or college/university (four or more year program) for at least one complete term, at anytime in the year since leaving high school.

Competitive employment as used in measures B and C means that youth have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.

Enrolled in other postsecondary education or training as used in measure C, means youth have been enrolled on a full- or part-time basis for at least 1 complete term at any time in the year since

Page: Data Entry 2

This is the second page where data are entered. Here, data are disaggregated into tables listing the number of respondents in each category (i.e., disability, ethnicity, gender, and exit type) by outcome (i.e., higher education, competitive employment, other postsecondary education or training, or other employment).

Step 1. Enter the minimum cell size number that you want displayed in a graph. Counts smaller than this number will be suppressed in the graph and data table. In the graph, the count will be replaced with the message: "*The count of this group is too few to report*".

Step 2. Enter in the white cells the number of respondents for each demographic characteristic (i.e., disability, ethnicity, gender, and exit type) by post-school outcome (i.e., higher education, competitive employment, other postsecondary education or training, or other employment).

Note: When the numbers in the row and column match with the total number of respondents listed on Data Entry 1, the message '*totals match*' will appear at the end of the column and row.

When these two numbers do not match, the message '*counts mismatch*' will appear.

Note: Data entry is complete once you have entered data on the following four tables:
- Respondents by Type of Disability or Respondents by Type of Disability: Short. (Data entry is required only once in either the long or short disability table. Data entered in the long disability table will automatically fill the short disability table.)

- Respondents by Ethnicity
- Respondents by Gender
- Respondents by Exit Type

Step 3. Check the text you entered in the Date Entry 2 worksheet to ensure it is written exactly as you want it to appear on your final chart.

Step 4. Preview the Printing 2 worksheet for formatting, appropriate titles, fonts, etc. Make any changes in the cells with a white background on Data Entry 2.

PRINTING TABLES AND GRAPHS FROM THE WORKSHEETS

Page: Printing 1
This page provides a 1-page table of information entered on Data Entry 1 worksheet.

NPSO State Printing Table 1: Part B Indicator 14

<Type the name of your State or Territory> IDEA Part B SPP/APR Indicator #14: Post-School Outcomes for 2008-09 School Year Exiters

The minimum cohort size that is reported to protect the identity of small groups of students is:	5

Monitoring Priorities and Indicators

SPP#14 : Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:
A. Enrolled in higher education within one year of leaving high school.
B. Enrolled in higher education or competitively employed within one year of leaving high school.
C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))

The table below displays the counts and percentage for sub groups in each demographic category included in this report.

Statewide Response Rate	65%

Characteristic	Count
Statewide Respondents	2461

Respondents by Gender	Count	%
Female	875	36%
Male	1585	64%
Unknown: Gender	1	0%
	2461	100%

Respondents by Ethnicity	Count	%	Respondents by Exit Type	Count	%
American Indian or Alaska Native	25	1%	High School Diploma	1554	63%
Asian	120	5%	Certificate or Modified Diploma	447	18%
Black (non Hispanic)	410	17%	Aged out (maximum age)	0	0%
Hispanic/ Latino	210	9%	Dropout	442	18%
Native Hawaiian or Other Pacific Islander	19	1%	Unknown: Exit Reason	18	1%
White (non Hispanic)	1273	52%		2461	100%
Two or more races	400	16%			
Unknown/ Other Ethnicity	4	0%			
	2461	100%			

Respondents by Type of Disability	Count	%	Respondents by Type of Disability	Count	%
Specific Learning Disability	1385	56%	Specific Learning Disability	1385	56%
Emotional Disturbance	265	11%	Emotional Disturbance	265	11%
Mental Retardation	94	4%	Mental Retardation	94	4%
Other Health Impairment	358	15%	All Other Disabilities	717	29%
Multiple Disabilities	137	6%	Unknown: Disability Type	0	0%
Speech or Language Impairment	93	4%		2461	100%
Autism	52	2%			
Hearing Impairments	34	1%			
Traumatic Brain Injury	12	0%			
Orthopedic Impairment	10	0%			
Visual Impairment including blindness	8	0%			
Deafness	8	0%			
Deaf-Blindness	5	0%			
Unknown: Disability Type	0	0%			
	2461	100%			

NPSO Data Display Template - Revised

Remember:
- No data are entered on this page. Data have been carried forward from Data Entry 1.
- This page provides a 1-page table of the frequency counts and percents from data entered on Data Entry 1.
- This page will print 1-page.

Page: Printing 2

This page provides 3-pages of tables, percents and frequency counts, for each demographic by post-school outcomes from information entered on Data Entry 2 worksheet.

Note: No data are entered on this page. Data have been carried forward from Data Entry 2.

- Tables reporting percents are shaded in yellow.

- Frequency tables are white.

- The '***SPP/APR Measurement C (Percent Engaged)*** is shown in a black bar at the bottom of each category.

- This page produces 3-printed pages of tables like the one shown here.

Page: Reporting 1 – Produces a Simple Bar Chart

This page provides a bar chart and data table of the percent of respondents in each measurement A, B, & C.

Note: No data are entered on this page. Data have been carried forward from Data Entry 2.
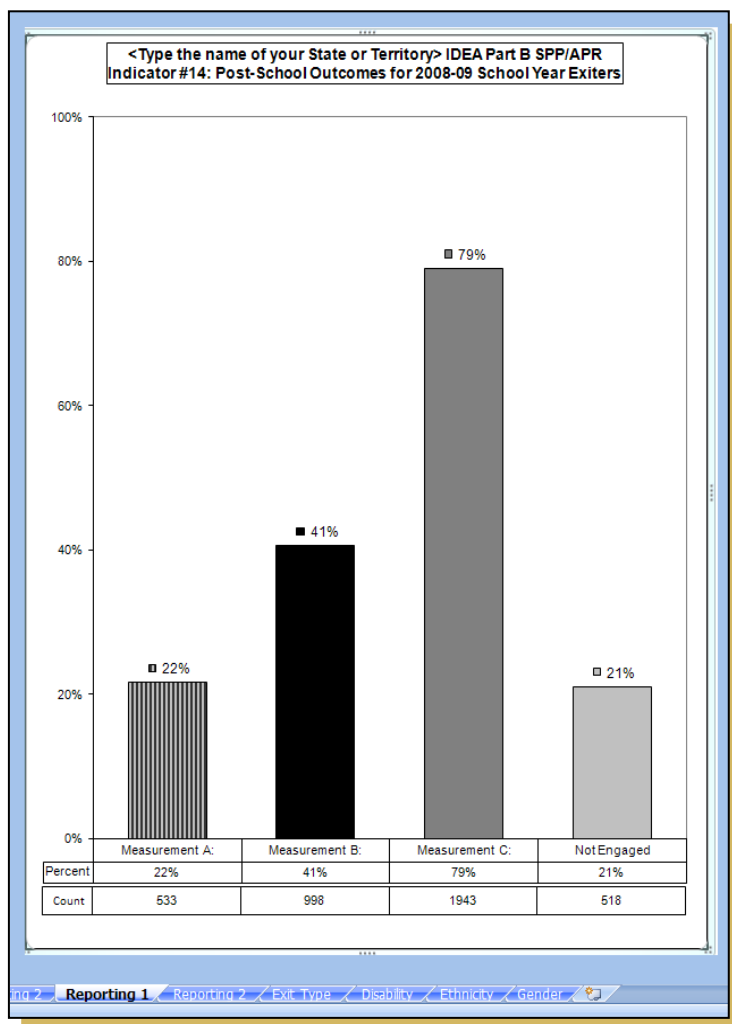
- At the top of the page is the title you entered on Data Entry 1.

- The charts are not locked and can be changed. However, we advise against altering the chart type, or source data as doing so could corrupt the worksheet.

- The monochromatic color scheme was chosen to maximize contrast between the categories and facilitate printing by state and federal agencies.

- If you decide to alter the colors in the graphs, be sure to test print them in black and white, then run them through a copier to ensure the categories are distinguishable.

- This page will print 1-page.

Page: Reporting 2 – Produces a Pie Chart

This page provides a pie chart and data table of the percent of respondents in each measurement A, B, & C.

Note: No data are entered on this page. Data have been carried forward from Data Entry 2.
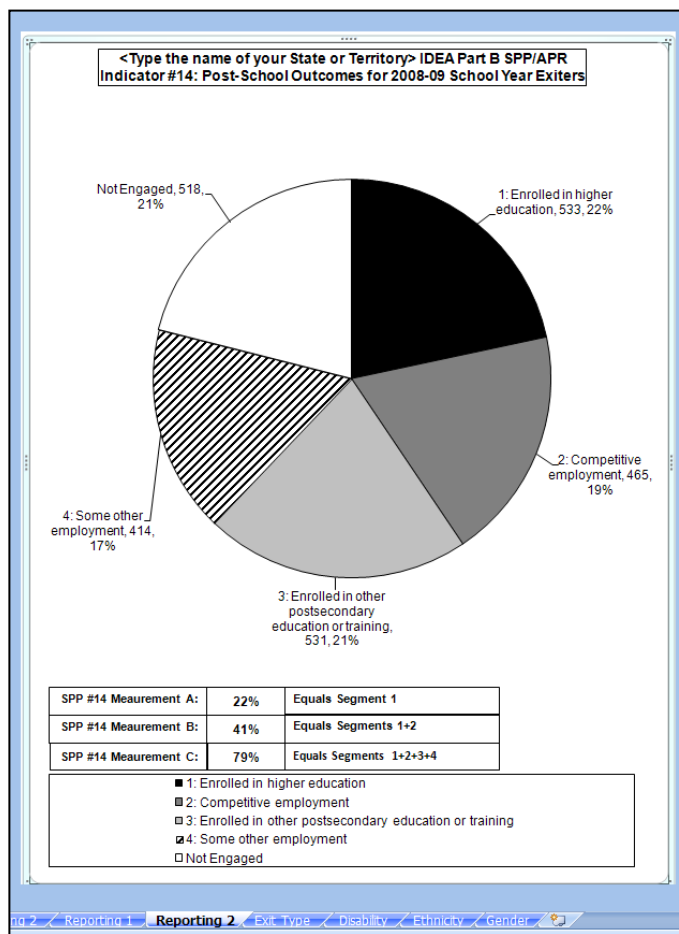

- At the top of the page is the title entered on Data Entry 1. The percent of the total respondents *'positively engaged'* is calculated and carried forward from Printing 2.

- The charts are not locked. However, we advise against altering the chart type or source data as doing so could corrupt the worksheet.

- The monochromatic color scheme was chosen to maximize contrast between the categories and facilitate printing by state and federal agencies.
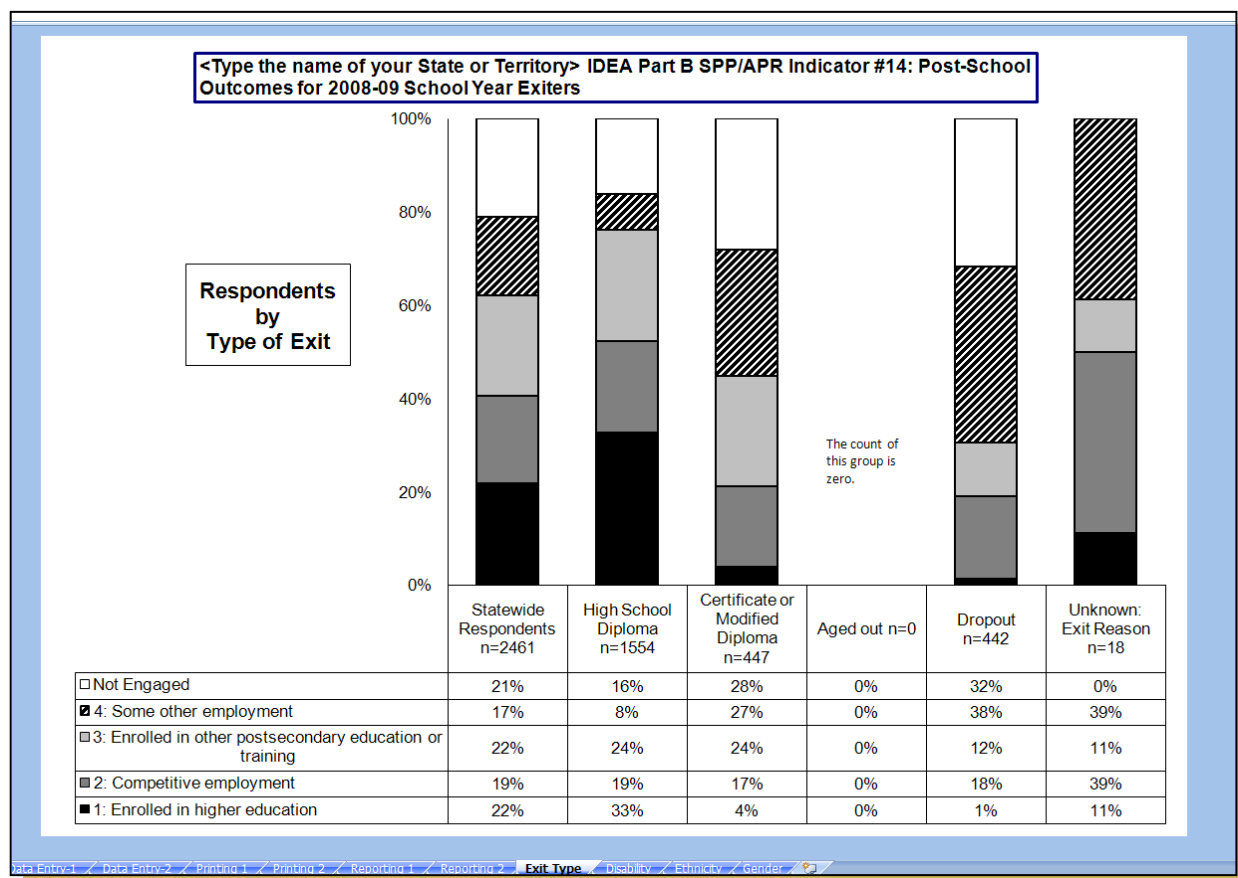
- If you decide to alter the colors, be sure to test print them in black and white, then run them through a copier to ensure the categories are distinguishable.

- This page will print 1-page.

Pages: Exit Type, Disability, Ethnicity, & Gender - Produce Stacked Bar Charts

The worksheets for Exit Type, Disability, Ethnicity, and Gender follow the same format described below; therefore each worksheet is not described separately.

Data entered on Data Entry 2 are used to create a 100% stacked graph for each demographic group. The 100% stacked graph shows the disaggregated outcomes for a percent of youth in a particular group (i.e., type of exit).

Note: No data are entered on these pages. Data have been carried forward from Data Entry 2.

	Statewide Respondents n=2461	High School Diploma n=1554	Certificate or Modified Diploma n=447	Aged out n=0	Dropout n=442	Unknown: Exit Reason n=18
☐ Not Engaged	21%	16%	28%	0%	32%	0%
☑ 4: Some other employment	17%	8%	27%	0%	38%	39%
☐ 3: Enrolled in other postsecondary education or training	22%	24%	24%	0%	12%	11%
☐ 2: Competitive employment	19%	19%	17%	0%	18%	39%
■ 1: Enrolled in higher education	22%	33%	4%	0%	1%	11%

- At the top of each page is the title you entered on Data Entry 1.

- The chart on each page is not locked. However, we advise against altering the chart type, or source data as doing so could corrupt the worksheet.

- The monochromatic color scheme used throughout the graphs was chosen to maximize contrast between the categories and facilitate printing by state and federal agencies. If you alter the colors in the graph, be sure to test print them in black and white, then run them through a copier to ensure the categories are distinguishable when copied.

- A full page graph will print for each worksheet.